

Cartography Division

Encumbent & Grade	Slot & Grade	Branch	Where Employee Working	Duties
[REDACTED]	7) F-977-7	Off. of Chief		Secretary/Admin. Ass't & misc. statistical duties
[REDACTED]	(GS-4) F-862-7 25X1A9a	" " "		Ptg. & Pub. Ass't. Serves as liaison between D/GC, B/GC & Reproduction plants and is responsible for requisitioning of printing services by D/GC.
[REDACTED]	(GS-4) F-1328-5	" " "	Promotion to GS-5 in process	Clerk-Typist. Sr. Clk-typist. Types and performs clerical duties throughout D/GC & substitutes for Admin. Ass't in her absence.
[REDACTED]	-5) F-863-5	Dev. & Const.Br., Office of Chief		Prop. & Supply Clk-Typist. Prop. & supply clk for D/GC. Maintains production & admin. records for the Branch and provides typing assistance for the Division as required.

THESE SLOTS ARE NOT COUNTED ON T/O in GRA.

25X1A9a

(GS-1)	F-1509-4 Clerk-typist	Office of Chief, D/GC (Summer Employee)	Employee working not as a typist but doing drafting in Dev. & Const. Br., D/GC.
	F-1529-4 Clerk-typist	Dev. & Const. Br., D/GC	VACANT

4 clericals to 46 professionals

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Approved For Release 2001/08/10 : CIA-RDP63-00314R000100010014-7

Cartography Division Cont'd

1. No marginal performers.
2. Some support needed for <sup>25X1A9a</sup> ~~Personnel~~. It was suggested that it be for a temporary time and that the employee preferably be male with clerk-typing capabilities. It isn't necessary that he should have passed Agency typing test.
3. Suggestion made that an ideal situation would be to have a person assigned to each Branch to perform routine clerical duties such as file maintenance, typing, man-hour reports and the handling of in and out mail. This it is thought would relieve the Branch Chiefs from such little details to worry about in addition to their production problems.

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